



MEAP/MME

Coordinator Update

Office of Educational Assessment and Accountability
Michigan Educational Assessment Program/Michigan Merit Examination

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www.Michigan.gov/oeaa

Coordinator Handbook and Fall Administrator Manuals now available on the MEAP Website

The following materials are now available as downloadable PDF files on the MEAP website (www.michigan.gov/meap), under Fall 2006 Assessments:

District and Building MEAP Coordinator Handbook for 2006-2007
MEAP High School Assessment Administrator Manual
MEAP Assessment Administrator Manual, Grades 4-9
MEAP Assessment Administrator Manual, Grade 3

Fall 2006 Student Pre-Identification Deadlines

Students that were identified for the Fall 2006 Grades 3 – 9 assessment on the OEAA Secure Site by July 31, will receive pre-identified answer documents from the contractor. Students identified between August 1 and September 22 will receive pre-identified labels from the contractor to be placed on the student's answer document. Students identified after September 22, will need to have the student's barcode label printed from the OEAA Secure Site by the school and placed on the student's answer document.

Students that were identified for the Fall 2006 High School retest on the OEAA Secure Site by August 11 will receive pre-identified answer documents. Students that are identified after August 11 will need to have the student's barcode label printed from the OEAA Secure Site by the school and placed on the student's answer document.

It is extremely important that each student's answer document have the correct student's barcode label from the OEAA Secure Site placed on it prior to returning the answer document for scoring. If the incorrect barcode label is on the answer document or there is no barcode label on the answer document, scores do not get reported correctly and it takes a considerable amount of extra time to process the documents.

Fall 2006 Additional Materials Orders

Additional orders of materials for the Fall 2006 MEAP Grades 3 – 9 can be entered on the OEAA Secure Site beginning September 27, 2006. Additional materials for the Fall 2006 High School retest can be ordered beginning October 11, 2006. Please make sure to get any additional orders in as soon as possible to prevent any delays in the assessment.

Fall 2006 MEAP Grades 3 – 9 and High School Retest Demographics

As per a recent email sent out to schools, the OEAA office will be loading demographic data for the Fall 2006 MEAP Grades 3 – 9 and High School retest using the following process:

1. The OEAA student demographic load for public districts/schools will occur after the Fall 2006 SRSD submission is complete on November 16, 2006, and will include the following fields from the Fall 2006 SRSD submission:
 - Economically Disadvantaged
 - English Language Learners
 - Ethnicity
 - Feeder School Code
 - Homeless
 - Less than Full Academic Year (LTFAY)
 - Migrant
 - Special Education
2. The demographic load of these fields will take place after the Fall 2006 assessments have been completed and before the tested roster period.
3. Public districts/schools should not enter the above demographic information for the Fall 2006 MEAP or MI-Access Assessments in the OEAA Secure Site prior to the Tested Roster period. Any data that is entered into the above student demographic fields will be replaced with fall SRSD data at the time of the OEAA demographic load.
4. Districts/schools will have the ability to view and modify the student demographic data in the OEAA Secure Site during the tested roster period prior to reporting. Also, make sure any modifications are also reflected in your local student management system.

Fall 2006 MEAP Coordinator Briefings (Grades 3-9 and High School retest)

Learn about the Fall 2006 MEAP assessments by participating in a Coordinator Briefing at one of ten locations throughout the state, September 25 – 29, 2006. Each session will include a video presentation reviewing procedures that MEAP Coordinators will need to follow before, during and after assessment. MEAP staff and the administration contractor will explain how materials are shipped to districts, how to order extra materials, how to administer the assessments, and how to return the materials after the assessment. More information and briefing locations are available on the MEAP Webpage at www.michigan.gov/meap.

MEAP Pilot Testing Scheduled for January 15-19, 2007

Teams of Michigan teachers have spent the summer writing items for future MEAP assessments. In order to determine if the items are functioning well enough to be field-tested on the operational MEAP assessments, we will be conducting stand-alone pilot tests January 15-19, 2007.

Schools will be selected to participate in the pilot testing using a randomized sampling that will ensure that the students will represent the population of the State. MEAP coordinators, principals and superintendents will be notified in late November if they have been chosen as part of the sample.

Each participating school will be asked to select one classroom that will take a thirty item pilot test in one content area at one grade level only. It will be important that the classroom be typical of the student body of

the school, so that the results will be representative of the school's population. Special classes (e.g., gifted and talented, resource room, etc.) would not be appropriate.

Although the participating schools will not receive any feedback on how their students performed on the pilot test, they will be given first priority in the field reviews that will take place during February. The participants in the field reviews will be given an opportunity to review and comment on the pilot items and pilot tests, under secure conditions (i.e., with assurance they will not divulge any information about specific passages and/or items outside of the review).

We urge larger districts to place these dates on their calendars so they will be ready when several of their schools are asked to participate. If you have any questions about the pilot testing, please feel free to contact us at MEAP@Michigan.gov.

Michigan Merit Exam (MME) Implementation Plans

Be on the look-out! This week every high school principal of a Michigan public, PSA, or non-public high school that includes eleventh grade enrollment should receive an MME **School Establishment Packet** from ACT. This is a 10 x 13 white envelope with time sensitive materials enclosed that **must be returned to ACT by September 29, 2006** so that your eleventh-grade students will be eligible to take the MME in Spring 2007. A courtesy copy of the MME School Establishment Packet was mailed to each ISD and LEA MEAP Assessment Coordinator.

The Michigan Department of Education cannot implement the MME without approval of the U.S. Department of Education (USED). **The fact that we have not heard from USED at this point should not deter high schools from beginning to prepare for the administration of the MME.** We expect to receive approval from USED at any time and thus are moving ahead to plan for the MME next spring. One thing we learned from last spring's MME pilot is that it does take a significant amount of time and effort to plan for a successful MME assessment administration. If schools put off planning until word is received from USED, it may be difficult for your schools to adequately plan for the assessment.

It is essential to begin that process now, before official word has been received, since there is so much planning to be done by high schools. It is critical that high schools review the materials in the **School Establishment Packet** carefully and complete the forms on a timely basis. More importantly, each high school should begin now to plan for the assessment administration next spring, including how students with disabilities, section 504 plans, and English language learners will participate in the assessments.

Inside the establishment packet from ACT will be directions for the three individuals who will direct major MME activities in planning for the MME. These three individuals, the Test Supervisor, the Backup Test Supervisor, and the Test Accommodations Coordinator, will be designated by the high school principal and have important duties spelled out in the establishment packet that begin immediately.

It is critical that each high school principal and their staff begin the planning process now. Doing so will assure that the MME is implemented in a smooth and satisfactory manner. Please do not let the uncertainty surrounding the approval of the MME by USED deter you from adequate planning for the MME administration.

Important Dates:

- September 12, 2006 – MME Implementation Video Conference (3:00 – 4:30pm)
- September 29, 2006 – MME School Establishment Forms due at ACT
- October 18, 2006 – MME Assessment of Special Populations Video Conference (3:00 – 4:30pm)

Important Resources:

- MME School Establishment Packet
- MME Web page www.michigan.gov/mme - please check this website periodically for updated information on the 2007 statewide administration of the MME.

Questions:

- If you have questions about the establishment of your school as an MME test site, please contact ACT at mi.mme@act.org
- If you have other questions about the MME, please email mme@michigan.gov or contact one of the following MDE staff:
 - Ed Roeber, 517-373-0739, Roebere@michigan.gov
 - Pat King, 517-335-6780, KingPat@michigan.gov
 - Peggy Dutcher, 517-241-4416, Dutcherp@michigan.gov (for questions regarding accommodations for students with an IEP or 504 Plan)
 - Marilyn Roberts, 517-335-0567, Robertsm@michigan.gov (for questions regarding accommodations for ELL students)

OEAA 2006 Conferences

Registration will be available at the end of September for the Office of Educational Assessment and Accountability (OEAA) 2006 Conferences at www.gomiem.org. The conferences will each be a two-day conference, with the first day primarily devoted to MEAP, ELL and accountability issues. The second day will focus on state assessments for students with disabilities.

The early bird registration fee will be \$95 for one day and \$190 for both days. The deadline for the early bird price is two weeks prior to each individual conference. The regular rate will be in the two weeks prior to each conference, \$110 for one day and \$220 for both days. Walk-ins will be \$120 per day and must be paid at that time. Walk-ins will be allowed if space permits.

Following are the dates and locations for the OEAA 2006 Conferences:

November 28 & 29 – Marquette, Northern Michigan University
November 30 & December 1 – Grayling, Holiday Inn
December 4 & 5 – Grand Rapids, Crowne Plaza
December 7 & 8 – Novi, Sheraton Detroit
December 11 & 12 – Lansing, Lansing Center
December 13 & 14 – Sterling Inn, Sterling Heights

Informational brochures will be in schools in early October. For conference information, please contact Tami Feldpausch at 517-241-4136 or FeldpauschT@michigan.gov. For registration information, please contact Diane Dick at MIEM. Her number is 517-327-9261, and her email is ddick@gomasa.org.

MEAP Test Centers for Nonpublic Seniors

Nonpublic high school seniors (Class of 2007) whose own school does not offer the MEAP tests may test at a MEAP Test Center for purposes of earning a Michigan Merit Award. The postmark deadline for registration is September 9. Students who miss this deadline must wait until Spring 2007 to test.

To register, go to www.michigan.gov/meap, then click on "MEAP Test Centers" toward the bottom of that page.

MEAP Listening Assessment

The listening assessment for grades four, seven and eleven will no longer be offered to districts, beginning with the fall 2006 testing window. The cost of production is too great to continue this optional portion of the assessments.

OEAA Secure Website User Manual

A new and more complete manual for the secure website is now available on the LOGIN page of the secure website (www.michigan.gov/oeaa-secure) by clicking on the pink OEAA Secure Website How-to Documents link. Please feel free to share this information with anyone who needs it.

OEAA Contact Information

OEAA web site: www.michigan.gov/oeaa

OEAA secure database: www.michigan.gov/oeaa-secure

OEAA email address: oeaa@michigan.gov

OEAA Office local phone number: 517-373-8393

OEAA Office toll-free phone number: 877-560-8378

OEAA Office fax number: 517-335-1186

MEAP web site: www.michigan.gov/meap

MME web site: www.michigan.gov/mme

Merit Award Office toll-free phone number: 888-447-2687